

## **BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)**

### **Engagement of a Warehouse Assistant in BPPI on contractual basis**

To provide relief to the common man in the area of healthcare, a countrywide campaign for ensuring availability of generic medicines at affordable prices to all, in the name of "Jan Aushadhi " has been launched by the Government of India, Department of Pharmaceuticals in collaboration with the State Governments, Union Territories and also by associating recognized Trusts/Societies/pharmacists. To become a partner to this campaign and carrying forward this noble objective, BPPI invites applications from energetic and enthusiastic persons to fill up the following posts on contractual basis:

<b>Sl. No</b>	<b>Post</b>	<b>No. of Posts</b>	<b>Age Limit</b>	<b>Minimum Qualification</b>	<b>Experience in Relevant Field.</b>	<b>Consolidated remuneration</b>
1.	Warehouse Assistant	01	Upto 30 years	10+2 with Science	Minimum 2 years experience in pharmaceuticals Wholesales/Distribution/ Warehouse and also having knowledge and experience in handling computer and software operations.	Rs.15,000/- per month besides conveyance of Rs. 2000/- and mobile re-imbursment of Rs. 500/- per month.

#### **The role and responsibilities of post :**

He will be responsible for proper receipt of material, allocation of space for its storage, maintain its inventory, generate invoice for despatch of goods, draw sample for testing and sending to laboratories, to co-ordinate with transporters and all misc. matters relating to warehouse.

The selected candidate will be initially engaged for a period of one year. The contract may be renewed on yearly basis based on satisfactory performance and the need of the organization. However, the engagement can be terminated by giving 15 days notice or proportionate fee in lieu thereof from either side.

Applications in the prescribed format along with copies of certificates/testimonials/experience should be sent to :-

**General Manager (A&F),  
Bureau of Pharma Public Sector Undertakings of India,  
IDPL Corporate Office, IDPL Complex,  
Old Delhi Gurgaon Road,  
Dundahera, Gurgaon – 122016 (Haryana)**

The last date for receipt of application is **May 12, 2014**. Applications received after the last date shall not be considered. BPPI will not be responsible for postal delay etc. In case of any query, please contact at Telephone No. 0124-4303751. Applications received through

e-mail will not be considered. Incomplete applicants and those without supporting documents would be summarily rejected

The interview of the short listed applicants will be held in the month of May/ June, 2014. The candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated by post / email. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application.

### **TERMS & CONDITIONS**

1. The applicant must ensure that he/she possesses the required qualification and experience for the post and is within the age limit.
2. The documents submitted by the candidate at the time of the interview, if found incorrect/false, his candidature will stand cancelled. If any of these shortcomings are detected after appointment, his services are liable to be terminated.
3. BPPI has the right to reject the candidature at any stage and the decision of BPPI will be final.
4. BPPI has the right to reject the entire selection/advertisement at any stage and the decision of BPPI shall be final in this regard.
5. BPPI will pay second class rail fare/ bus fare to the shortlisted candidates for attending the interview on production of documentary proof.
6. BPPI reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience.
7. Selected candidate will be offered contractual appointment for the post interviewed on whole time contractual basis for a period of one year from the date of his joining on the following terms & conditions.
  - a) He will be entitled to consolidated remuneration besides reimbursement of charges as mentioned above.
  - b) He will be entitled to one day leave for every month of service and 10 days medical leave in a year on production of medical certificate , which can be availed of at any time during the period of the contract.
  - c) BPPI reserves the right to revise the terms & conditions during the tenure of the contract.
  - d) He will neither be entitled to the benefits of Provident Fund Scheme nor Gratuity on conclusion of the contract.
  - e) The contractual appointment will not confer any right or entitlement for claiming absorption against any regular post in BPPI.

**Application for the Post of Warehouse Assistant in BPPI on contractual basis**

1. Name of the Post Applied for :

2. Name of the Candidate (in block letters) :

3. Father/Husband's Name :

4. Date of Birth

5. Permanent Address :

6. Mailing Address, Contact No . & e-mail :

7. Nationality :

8. Marital status :

9. Educational Qualification ( from matriculation onwards):

Sl. No.	Educational Qualification	Board/University	Year of Passing	Subjects	%age of Marks / Division Obtained

10. Work experience :

Sl. No.	Name of the organization	Type of organization (Govt. /PSU/ Pvt.)	Post held	Period			Job responsibilities	Total emoluments drawn per month
				From	To	Period in years & months		

11. Any other relevant information:

Name & Signature of the applicant



